

Food Stamp Denial Agreement

Date: _____

I _____ understand and will follow instructions for proper denial of Food Stamp cases.

I will:

- Deny the case on the 30th day
 - If the 30th day falls on the weekend and an interview has been held, I will deny the case the business day before the weekend.
 - If the 30th day falls on the weekend and an interview has not been held, I will wait until the next business day to deny.
- Check to see if a Notice of Missed Interview (NOM I) was sent prior to denying.
- Review document imaging for information requested prior to denying the case.
- Use the appropriate denial code.
- Document CLRC stating reason case is being denied.
- Allow the pending period to expire prior to denying the case, even if the due date falls on a weekend or holiday', which causes the case to go beyond the 30 day period.

Worker Signature: _____

I have discussed the policy for proper denial of Food Stamps cases with this employee.

Supervisor Signature: _____